

**DEPARTMENT OF LICENSES AND INSPECTIONS**  
**REGULATIONS CONCERNING AMENDMENT TO PERMIT APPLICATIONS**

The following regulations are hereby adopted under A-301.7 of The Philadelphia Code (“Amendments to Application”).

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TITLE 4. PHILADELPHIA BUILDING  
CONSTRUCTION AND OCCUPANCY CODE

SUB-CODE A – PHILADELPHIA ADMINISTRATIVE CODE

\* \* \*

CHAPTER 3  
PERMITS

SECTION A-301 APPLICATION FOR PERMIT

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A-301.7 Amendments to application: Subject to the limitations of Section A-301.8, amendments to a plan, application or other records accompanying the same shall be filed at any time before completion of the work for which the permit is sought or issued. Such amendments shall be deemed part of the original application and shall be filed therewith and requisite fees paid.

A-301.7.1 Zoning and use registration permit amendments: Amendments to zoning and use registration permits shall be subject to the Code provisions in effect on the date the amendment application is filed.

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**Regulation:**

**A-301.7(R)**

1. Zoning and Use Registration Permit Amendments.
  - a. Amendments to Zoning and Use Registration Permit applications must (.1) address the same subject matter as addressed in the original application, such as height and area related to construction on a particular building, change related to a particular use or modification of a parking configuration; and (.2) must constitute one of the following:

- Change in building height which does not exceed 10% of the approved height or a single story.
- Decrease in gross floor area or building footprint.
- Increase in gross floor area or building footprint not to exceed 10% of the original approval.
- Addition, removal or modification of roof decks and roof deck access structures.
- Modification to parking configuration.
- Modification to legal signage.
- Removal of a use from a group of uses previously approved.
- Comparable changes that do not increase the intensity of the approved use.

b. Modifications impacting a specific variance or special exception are regulated under Section 14-303(16) of the Philadelphia Code and are not eligible for amendment.

c. A deviation in building height of 3' or less that complies with the maximum building height allowed by the Zoning Code and does not result in a change in the number of stories is permitted under original approval and does not require a permit amendment.

2. Construction Permit Amendments. Amendments to Construction Permit applications must: (a) apply to the same general area with respect to which work is to be performed under the original application; (b) be consistent with the approved use in connection with which the original application was sought; and (c) are subject to the following additional limitations:

- An amendment may not result in an increase in height of 10% or one story, whichever is greater.
- An amendment may not result in an increase in work area, gross floor area, or building footprint of more than 10%, unless otherwise approved.
- A change in permit scope that exceeds the limitations of an EZ Permit Standard is not permissible when the permit was issued in accordance with an EZ Permit Standard.
- An amendment may not result in a change in permit type.